

## **HOUSING DEVELOPMENT SUPERVISOR**

### Class Definition

Under direction, plans, coordinates, and supervises a variety of areas related to housing planning and development, homeless services, and neighborhood activities in the Housing Development and Neighborhood Revitalization Sections of the Neighborhood Services Division.

### Distinguishing Characteristics

Housing Development Supervisor is a first line supervisory class in the Department of Housing and Neighborhood Revitalization. The incumbent works independently, exercising considerable latitude and judgment in supervising technical staff and coordinating field operations in the planning, implementing, and monitoring of low and moderate-income housing development programs, neighborhood activities, and homeless services, as well as various state and federal grant programs. This class is distinguished from the Housing and Neighborhood Revitalization Manager, who directs a division within the Housing and Neighborhood Revitalization Department.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Analyzes, develops, plans, implements, and monitors housing programs, neighborhood services programs, and homeless services programs.

Supervises technical, clerical and professional staff.

Works with non-profit agencies to implement rehabilitation projects; evaluates proposals; makes recommendations for selection.

Monitors performance and fiscal reporting of selected non-profit providers to insure compliance with federal and state housing grant regulations.

Establishes and maintains effective working relationships with those contacted in the course of business.

Represents the department at meetings and before boards, commissions and agencies as required.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of grant administration, including federal Community Development Block Grant (CDBG), HOME administration, Emergency Services Grant (ESG), and Supportive Housing Program (SHP); principles and techniques of City government; Housing and Urban Development (HUD) procedures and programs; project management techniques and practices; principles and practices of public administration and supervision.

Knowledge of the principles and practices of real estate loan processing and procedures, housing development and rehabilitation financing programs.

Knowledge of federal, state, local and non-profit programs that support affordable housing, homeless, and neighborhood services.

Knowledge of the principles and practices of contract negotiations, state and local planning ordinances, housing and community development legislation, state and local land use planning.

Ability to work under strict deadlines and focus on multiple priorities, as well as plan, coordinate and schedule the work of others.

Ability to interpret and apply government regulations, exercising sound judgement within general policy guidelines and operating parameters.

Ability to use a variety of personal computer business software applications to present clear, concise and comprehensive records, reports, correspondence, and other written materials.

Ability to make clear and persuasive oral presentations.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's degree in business administration, economics, public administration, finance, real estate, urban planning, social work, or a related field; and three years of experience in housing development, community development, redevelopment, property conservation or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_